

Planning Commission Meeting
Minutes
October 27, 2020 Via-Teleconference

MEMBERS PRESENT: Joan Schmid, Delores Gibson, William Gunter, & Gerald Williams

MEMBERS ABSENT: Winfred Pieterse & Glenn Roberts

OTHERS PRESENT: Matt Millwood & Debra Grant

- I. Call to Order**
- II. Call Role** (Board Secretary)
- III. Public Hearing** (*Ms. Schmid opened the Public Hearing, with there being no public input; Mr. Gunter made a motion to close the Public Hearing, seconded by Ms. Gibson*)
- IV. Approval of Minutes for July 28, 2020;** Ms. Gibson made a motion to approve the minutes as written, seconded by Mr. Williams; the motion carried 3 to 0. (*Mr. Gunter was not present at the July meeting*)
- V. Commission Considerations:**
 1. Consider and discuss the new Land Disturbance Permit (LDP) process and application for the City of Georgetown. **Matt Millwood/City Staff** told the Commissioners that the Land Disturbance Permit (LDP) Application/ process is being stream-lined for upcoming developments. This was suggested by the Building & Planning Department Head, Ms. Angela Rambeau. This is the draft application and the information needed when beginning a new development. Page 15 is a routing sheet, for sign offs of every department; page 16 is the flow chart. Matt asked the Commissioners for any questions, concerns, or input. **Mr. Gunter** asked if the process be for large and small developments. **Matt** said this would mainly be for large developments. **Ms. Gibson** asked if this was a new process for the City. **Matt** said the City has a process that is used for new developments, however Ms. Rambeau wants to stream line the process, so everyone will be on the same page. **Ms. Gibson** said it just seemed like a lot of paperwork involved that could potentially get lost or mishandled. **Matt** said the City is not equipped to handle this digitally, so this is the only way at this time. **Matt** informed the board that this is not up for a vote, it is only being brought for review and suggestions, before a final draft is done. **Ms. Schmid** asked about the DHEC and other state permits being combine with this permit. **Matt** said the developers will still be required to get any state permits needed, this process is just for the City permitting. **Ms. Schmid** suggested having a check list for the state permits being obtained. Matt also said all permits are usually done simultaneously. **Ms. Schmid** said she was ok with the draft and had no more questions. (*The entire Board was polled and there were no more questions or concerns*).
 2. Consider and recommend text amendments to the Board of Zoning Appeals, Rules of Procedures. **Matt/City Staff** told the board that a member of the BZA notice some inconsistencies in the "Rules of Procedures" and the Zoning Ordinance. The changes would be changing the number of members from 9 to **7 members**, the statement "*Two members added by an Ordinance on December 15, 1994 shall be appointed for terms of at least three years*" will be taken out of the ordinance. "*If there is no new citizen to volunteer for the Board, a current Board member may continue to serve, but must be reappointed by Council for another term*", will be added to the ordinance. Matt said this will allow current members

to be able to continue to serve as long as Council reappoints them. *(The entire Board was polled and there were no questions or concerns)*. **Mr. Gunter made a motion to approve and recommend the text amendment changes to City Council, seconded by Mr. Williams; the motion carried 4 to 0 by a roll call vote.**

- VI. Board Discussion:** Matt said the Riverside Developers still have not submitted any engineer plans. Matt also said there will be a November meeting. *(The entire Board was polled and there were no more questions or concerns)*.
- VII. Adjournment:** With there being no further business the meeting was adjourned.

Submitted By,

*Debra Grant
Board Secretary*